

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE PROBATE COURT)
ADMINISTRATOR AND THE CLERK OF THE)
COURT TO BE AUTHORIZED TO SEAL)
INVESTIGATION REPORTS TO INSURE)
CONFIDENTIALITY OF SENSITIVE)
INFORMATION)

ADMINISTRATIVE ORDER

NO. 2003-015

IT IS ORDERED authorizing the Court Administrator of the Probate/Mental Health Department, Diana L. Clarke, or her designee, to seal any and all investigative reports generated by or for the Court Investigations Department, or sections thereof. Court Investigation reports containing confidential information shall remain a part of the official court record as a sealed pleading not to be opened until further order of the Court. This order is issued to insure that the Court and the parties receive appropriate access to sensitive information pertaining to guardianship and conservatorship cases that is contained in these evaluative reports, while safeguarding that such sensitive or personal information is kept confidential and not made accessible to the Public without prior Court authorization.

IT IS FURTHER ORDERED that Probate Court Administration shall seal the original evaluative report in a pre-printed envelope designating the contents, which shall be forwarded to the Clerk to be filed and maintained separately from the official case file. Probate Court Administration shall designate the following information on the face of the envelope to be sealed: the case caption, the cause number, the envelope contents (i.e., Investigative Report), the report completion date, and the date and signature of the Court Administrator of the Probate/Mental Health Department, Diana L. Clarke, or her designee.

DATED this 18th day of February, 2003

Honorable Barbara R. Mundell
Presiding Judge for Probate and Mental Health

Original: Filed with Clerk of the Court

Copies: Hon. Colin F. Campbell, Presiding Judge
Hon. Jane Bayham-Lesselyong, Probate and Mental Health Hearing Officer
Hon. Lindsay Ellis, Probate and Mental Health Commissioner
Hon. Robert A. Colosi, Probate and Mental Health Commissioner
Gordon M. Griller, Court Administrator
Marcus Reinkensmeyer, Chief Deputy Court Administrator
Diana Clarke, Probate and Mental Health Court Administrator
Michael K. Jeanes, Clerk of the Court